

## ATTACHMENT 6

### TECHNICAL PROPOSAL INSTRUCTIONS

Construction of Heavy Duty Vehicle Test Cell at the  
USEPA National Vehicle and Fuel Emissions Laboratory  
Ann Arbor, Michigan

(a) These Technical Proposal Instructions expand on the instructions set forth in the Section L provision, “Instructions for the Preparation of Technical and Price Proposals”. Technical evaluation of the proposals will be based on the Technical Evaluation Criteria in Attachment 5.

(b) Your technical proposal shall be specific and sufficiently detailed to allow a complete evaluation of your method for completing the requirements set forth in this solicitation.

(c) The technical proposal shall comprehensively address each of the Technical Evaluation Criteria, and shall be prepared in exactly the same order, using the same numbering system for all criteria. Include within the proposal section for an individual criterion all material that is to be evaluated thereunder.

(d) **The technical proposal shall be limited to an aggregate of 35 single-spaced, single-sided, 8-1/2” x 11” pages, numbered “1 of 35, 2 of 35”, etc. If the pages are printed double-sided, each side shall count against the page limit. Font size shall be no smaller than 12 point, and margins shall be at least one inch on all sides. Font size may be reduced for tables and graphs only, but should not be smaller than 10-point font.** (Note that this page limit is not applied individually to the response to each criterion, but rather refers to the sum of all pages submitted in response to all criteria.) The page limit does not apply to the completed Past Performance Questionnaires described below. Additionally, supplemental information such as resumes, descriptive literature, cover letter, table of contents, and tabs/dividers are excluded from the page limitation. As appropriate, supplemental information, as identified above, may be provided as appendices to the technical proposal.

(e) The following instructions apply to the offeror’s response to the Technical Evaluation Criteria:

#### **1. MANAGEMENT APPROACH**

At a minimum, the offeror’s response to this criterion shall include the following:

A. An organizational chart identifying key positions; the roles, responsibilities, and duties associated with each position; and the lines of authority within the proposed organizational structure that will apply to the EPA project.

B. The procedures which will be utilized for the management and oversight of all subcontractors to help ensure quality and coordinated performance of all work requirements under the EPA project,

C. The procedures for ensuring timely, efficient, and accurate communications between the EPA Contracting Officer and the Contracting Officer's Representatives, identified in Clause G-1, and those contractor personnel having direct managerial responsibility for the contract work. The response shall include a description of how the contractor plans to handle requests for information (RFIs), change orders, differing site conditions, and progress reports.

## **2. PAST PERFORMANCE**

A. For each key member (including joint venture partners/team members and subcontractors whose subcontracts are expected to exceed \$500,000), offerors shall ensure that EPA receives a minimum of three (3) completed Past Performance Questionnaires (Attachment 7) directly from the client references by the closing time and date identified in the solicitation. The completed questionnaires shall address performance under contracts/subcontracts similar in scope, magnitude, and complexity to the requirement which is described in this solicitation. References may be contacted by the Government for further information on ratings. **The references shall submit the completed Questionnaires to the Contract Specialist, Greta Perry, via email at [perry.greta@epa.gov](mailto:perry.greta@epa.gov).** For each contract/subcontract rated by client references using the Past Performance Questionnaire, the proposal shall include the following:

- (i) Name of team member who performed the work;
- (ii) Name of contracting activity for which the work was performed;
- (iii) Contract number;
- (iv) Contract title;
- (v) Brief description of the contract or subcontract and relevance to this requirement;
- (vi) Relevant technical requirements of the contract;
- (vii) Technical approach for the project;
- (viii) Square footage of the project;
- (ix) Total contract value;
- (x) Period of Performance;
- (xi) Contracting Officer's telephone number and email address;
- (xii) Program/Project Manager's telephone number and email address;
- (xiii) List of subcontractors, if applicable;

B. Offerors may provide information on problems encountered and corrective actions taken on the identified contracts and subcontracts.

C. References that may be contacted by the Government include the Contracting Officer, Program Manager/Project Officer, and or Administrative Contracting Officer as well as the US Small Business Administration.

D. If no response is received from a reference, the Government will make an attempt to contract another reference identified by the offeror, to contract a reference not identified by the offeror, or to complete the evaluation with those references who responded. The Government shall consider the information provided by the references, and may also consider information obtained from other sources, when evaluating an offeror's past performance.

E. Attempts to obtain responses from references will generally not go beyond two telephonic messages and/or written request from the Government, unless otherwise stated in the solicitation. The Government is not obligated to contact all of the references identified by the offeror.

F. If negative feedback is received from an offeror's reference, the Government will compare the negative response to the responses from the offeror's other references to note the differences. An appropriate score will be assigned to the offeror based on the information. The offeror will be given the opportunity to address adverse past performance information obtained from references on which the offeror has not had a previous opportunity to comment, if that information makes a difference in the Government's decision.

G. If an offeror has no relevant past performance history, an offeror must affirmatively state that it possesses no relevant past performance history.

H. Each offeror may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government Quality Awards, and Private Sector Awards or Certifications. In doing so, include the following information:

- (i) Identify the segment of the company or partnership, as appropriate, which received the award or certification.
- (ii) Describe when the award or certification was bestowed. If the award or certification is over three (3) years old, present evidence that the qualifications still apply.

I. Past performance information will be used for both responsibility determinations and as an evaluation factor for award. The Past Performance Questionnaire which is attached to the solicitation will be used to collect information on an offeror's performance under existing and prior contracts/ subcontracts for products or services similar in scope, magnitude, and complexity to the EPA requirement.

J. Any information collected concerning an offeror's past performance will be maintained in the official contract file.

K. In accordance with FAR 15.305(a)(2)(iv), offerors with no relevant past performance history, or for whom information on past performance is not available, will be evaluated neither favorably nor unfavorably on past performance.

**3. QUALIFICATIONS AND AVAILABILITY OF PROPOSED KEY PERSONNEL**

A. The offeror shall provide information regarding the qualifications (experience, expertise, education) and availability of the key personnel to be utilized in the performance of the work under the resulting contract. Identify the key position titles (e.g., Project Manager, Site Superintendent, etc.), along with the names and qualifications of the individuals who will occupy those positions. Those personnel identified as “key” will be named in the “Key Personnel” clause under any resulting contract.

B. The information provided in the proposal should clearly establish each key person’s qualifications relative to performing the contract duties associated with that individual’s projected role under any resulting contract. General resumes are not required, but may be included in an appendix. The proposal must clearly identify the number of years of experience each key person has in performing tasks similar to those which will be required under the resulting contract. Pertinent education, employment history, recent relevant experience and accomplishments, and direct supervisory and project management experience shall be documented in the proposal.

C. The proposal should also confirm that each proposed key person will be available during the performance period of the proposed contract to perform the role for which that individual is proposed. For each proposed key person, identify what percentage of that individual’s time is expected to be dedicated to any resulting contract.